

Commodore

A NEW CONCEPT OF TYPEWRITER CONSTRUCTION

OPERATIONAL

INSTRUCTIONS

MODEL
650

INSERTING PAPER

Holding the paper or envelope in your left hand, place the sheet in position behind the platen roller (1) of the machine. Now turn the right platen knob (2) until the paper appears in front of the platen roller — now lift the paper bail (5) and advance the paper underneath it, and then drop it back into its original position. The paper bail (5) should always be kept ON TOP of the paper while typing. In the event that more than one copy is being made (in addition to the original) you should PULL forward on the paper release (4) lever — however IT MUST be returned to its normal position, before commencing to type.

LINE SPACING CONTROLS

The line space selector (7) has three different line space positions, to give you single, one-and-a-half and double spacings between the lines of type. If however, the platen roller is turned by hand you will also have a FOURTH position, namely:— half space. REMEMBER it requires two turns of the roller to equal one single space.

Each time the line space lever (6) is used, the spacing of your choice will result automatically.

BACK SPACING

The carriage may be moved backwards, one space at a time, by simply depressing the back-space key (15) on the keyboard. This feature is normally used for the insertion of left out letters or to over-type a letter which is not clear.

CAPITAL LETTERS

By depressing either the left or right hand shift keys (12) the level of the typing changes and the upper part of the typeface is used, thereby making capital (large) letters. By depressing the shift lock (13) located on the left side of the keyboard — it is possible to lock the segment into a position for the typing of ALL capital letters. To release the LOCK when finished, simply depress the bottom left shift key (12).

WARNING BELL & ITS PURPOSE

When approaching (during typing) the RIGHT hand margin stop, a bell will ring, after you have typed several more letters — the key bars will lock advising you that you have reached the end of the writing line or line lock. You should move to the next line (using line space lever) as soon as the bell rings. By taking note of the warning bell you will soon arrive at uniform typing from margin to margin, without any difficulty.

MARGIN RELEASE KEY

To type beyond either the left or right margin stops, move the carriage against the SET STOP and depress the M-R key (16) located on the right side of the keyboard. This margin release key will be found most useful when you find yourself in the middle of a word and against the margin stop — in so far — as you can release the margin temporarily and be able to complete your word.

REMOVAL OF THE TOP RIBBON COVER

Move the carriage far enough to the left to have the line space lever (6) clear of the top ribbon cover (11). Grasp the cover firmly on both sides of the segment opening, and pull it upwards until the catches release themselves.

REPLACEMENT OF THE TOP RIBBON COVER

Locate the protruding lips of the ribbon cover under the main frame (just above keyboard) THEN press downwards until the catches click into position on the main frame.

SETTING OF MARGIN STOPS

TO SET simply depress and move the margin stops (17) to the position you desire. Both the left and right hand margins operate in exactly the same way.

NOTE: A simple means of finding your position, is by first positioning the carriage in the desired location THEN moving the margin stop to the chosen location.

TO CLEAR simply depress and move the margin stop to its extreme side, be it left or right.

PAGE END INDICATOR

The page end indicator (17A) is located on the left hand side of the platen roller. It indicates the distance of the line just typed from the bottom edge of the paper.

TO OPERATE:—Turn the platen knob until the #28 (on the red & white ring) is under the bottom edge of the marker. Now insert your standard sized sheet of paper & commence typing — when the bottom edge of the paper disappears behind the platen roller and the #28 is under the marker — you will then be approx. 1" from the end of the paper.

OPERATING FEATURES

- 1 Platen Roller
- 2 Platen knobs left and right
- 3 Paper rest table
- 4 Paper release lever
- 5 Paper bail rod
- 6 Line space lever
- 7 Line space selector
- 8 Line space disengaging knob
- 9 Variable
- 10 Carriage release lever
- 11 Top ribbon cover
- 12 Shift key left and right
- 13 Shift lock key
- 14 Space bar
- 15 Back space key
- 16 Margin release key
- 17 Left and right hand margin stops
- 17A Page End Indicator



- 18 Paper Aligning scale
- 19 Ribbon
- 20 Ribbon Carrier
- 21 Ribbon reverse switch (manual)
- 22 Type guide
- 23 Left and right ribbon spools



CHANGING THE RIBBON

- a Remove top ribbon cover completely.
- b Put your finger on the right side spool, and wind until all the ribbon has wound itself off the left hand spool.
- c Release the ribbon pressure bar off the side of the spool (on either side, in turn) then — remove the spools completely from the centre spindle.
- d Detach and remove the ribbon from the ribbon carrier.
- e Detach and remove the ribbon from the LEFT hand spool, now discard the right one.
- f Take your new Ribbon (Commodore Type spool) re-attach it to the pointer (in the centre) of the LEFT hand spool — NOW replace the ribbon spools in the same fashion as they were removed — replace the top cover, and your typewriter is now ready for typing once again.

IMPORTANT: Almost every typewriter made, has a different type spool — another make may not fit correctly. Please be sure and specify "COMMODORE SPOOL" when ordering locally.

If it is necessary to ship the machine, carefully follow the re-packing instructions below:—

IMPORTANT: DO NOT DISCARD THE SHIPPING CARTON — IT SHOULD BE USED IF YOU RE-SHIP THE MACHINE.

RE-PACKING INSTRUCTIONS:

1: Centre the Carriage of the machine & fold down the line-space lever. 2: Place machine back into its carrying case & close the zipper. 3: Slip machine into its carton, together with the cardboard liner that was originally supplied. 4: Re-tape the open end of carton.

CARE OF YOUR PORTABLE TYPEWRITER

- a Dust out outside and accessible parts with dry brush at regular intervals.
- b. Clean your typeface at least once a week, always before and after stencil cutting.
- c Do not erase directly over the centre point — always move carriage to the side — either right or left — then erase.
- d If your typewriter should require mechanical attention DO NOT attempt adjustments yourself, always take it to either the place of purchase or ship directly to the nearest Commodore service shop.

IN THE EVENT OF TECHNICAL ASSISTANCE FOR YOUR NEW MACHINE PLEASE WRITE DIRECTLY TO OUR CUSTOMER SERVICE DEPARTMENT IN TORONTO.

IMPORTANT: Before commencing to type — the machine must be removed from its carrying case and the Line Space Lever (6) raised from its folded position.

Commodore

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